

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 30, 2019

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Agenda packet review
- Hurricane preparedness activities, including conference calls and meetings

Spoke to, attended and/or met with:

- Daytona Beach, Daytona Beach Shores and Ponce Inlet city managers re beachside concerns

PIO – Public Information

- Press Releases/Media
 - City of Ormond Beach Receives State Recognition for Two Programs
 - Ormond Beach Sandbag Distribution
 - Congressman Waltz help with sandbagging coordination
 - General media contacts and questions
 - Storm related inquiries
 - OrmondBeach.org/hurricane – microsite created for all hurricane info for residents
- Social Media
 - Hurricane Dorian Updates
 - Code Red Registration
 - Safety Reminders and Hurricane Prep
- Attended
 - US 2020 Census Meeting - Intergovernmental Subcommittee
 - National Preparedness Month Webinar
 - Human Resources Brainstorm
- Developing
 - Crisis Communications Plan
 - Environmentally Focuses Strategic Communications Plan
 - Septic to Sewer Website

Community Development

Planning

- A neighborhood meeting has been scheduled for the proposed GoJuice project that proposes to construct a 160 square foot building with associated site improvements to be located at 762 South Atlantic Avenue. GoJuice has an existing location in New Smyrna Beach and offers juices, smoothies, acai bowls and coffee. The applicant has scheduled a neighborhood meeting on **Thursday, September 5, 2019**, at 30 South Beach Street (Ormond Beach Regional Library) beginning at 5:30 p.m.

- The September 4, 2019 Board of Adjustment and Appeals has one case for their agenda. The property owner at 185B Cardinal Drive is requesting a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line.
- The September 4, 2019 City Commission has the following Planning related items:
 1. Plantation Oaks Annexation.
 2. 99 Portland Street, Stor-It Phase 2 rezoning and development order.
 3. Partial right-of-way vacations of Magnolia Street, Gower Street, Flagler Road (2nd reading).
 4. Courtyards, small scale land use amendment (2nd reading).
 5. 88 South Atlantic Avenue, Ocean Club rezoning and development order (2nd reading).
- The September 12, 2019 Planning Board has the following items:
 1. Reflections Village: Special Exception amendment has been submitted by the Reflections Village Homeowners Association (HOA) to amend Resolution 1995-43 to remove a condition that the security gates shall remain open between 6:00 a.m. and 7:00 p.m.
 2. 600 West Granada Boulevard, WaWa: A Special Exception application has been submitted seeking to allow an electronic changeable copy sign for the display for gasoline prices at 600 West Granada Boulevard, the WaWa site under construction.
 3. 712 South Atlantic Avenue, Ocean Club Sportswear: A Special Exception application for the Ocean Club Sportswear store at 712 South Atlantic Avenue to allow outdoor activities (display of retail merchandise) in front of the store in two areas that are each 32 square feet under certain conditions.
- Staff attended a neighborhood meeting for the Climate Controlled Self-Storage project located at 263 South Nova Road. The project proposes to rezone the property at 263 South Nova Road from B-8 (Commercial) to PBD (Planned Business Development). The project proposes to construct climate controlled storage facility of approximately 90,000 square feet and associated site improvements. There was a general discussion of the project with seven residents abutting the subject property. As submitted, the project would require a rezoning to Planned Business Development with a neighborhood meeting (in addition to the meeting on August 27th), Planning Board review and City Commission action.
- Staff attended an ECHO workshop presented by Volusia County staff. Staff is working to submit an ECHO grant for improvements at the MacDonald House building.
- Staff attended the civil discourse meeting with the topic of smart growth. A wide range of development related topics were discussed.
- A site plan and rezoning application for the Courtyards at Ormond Beach has been submitted to the Site Plan Review Committee (SPRC). The application and site plans can be viewed at <https://www.ormondbeach.org/247/Development-Projects>. The project site plan shows 48 multi-family residential units and 10,089 square feet of retail.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 368 inspections performed within the City (3 by Private Provider).
- 100 permits issued within the City, with a valuation of \$901,157.00.

Development Services

- There were no meetings with the Site Plan Review Committee this week.
- The Volusia County off beach parking and office at 650 South Atlantic Avenue received a Certificate of Occupancy.
- The Chase Bank at 1520 West Granada Boulevard received a Certificate of Occupancy.

- There was a coordination meeting between City staff, Volusia County inspectors, Zev Cohen and Associates, project manager of Security First, and the two contractors who are performing roadway improvements for the Security First project. The meeting sought to provide the timing and maintenance of traffic plans for (1) the realignment of Pineland Trail/Broadway Avenue and (2) the improvements along Broadway Avenue from U.S. 1 to the F.E.C. Railroad tracks. Both projects will require detours and have an impact of the traffic flow in these areas. The realignment of Pineland Trail/Broadway Avenue is underway with an approved maintenance of traffic plan. The improvements along Broadway Avenue from U.S. 1 to the F.E.C. Railroad tracks needs a maintenance of traffic plan that shall require the Florida Department of Transportation, Volusia County, and Ormond Beach review and approval.
- Projects under SPRC review include:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	20%
Broadwater Bridge	30%
Cardinal Drive Beach parking	100%
Chase Bank	100%
Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	45%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	45%
Lucky's Market	99%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	35%
Ormond Beach Surf Style	55%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	30%
Salty Church	0%
Security First	88%
Shoppes on Granada, Phase 2	90%
Thomas & Betts parking improvements (Phase 1)	95%

Total Comfort	10%
WaWa	55%
Residential	
Cypress Trails subdivision	75%
Huntington Green	30%
Huntington Villas	40%
Pineland residential subdivision	75%
Deerfield Trace	20%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is nearing complete moving into the facility.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended a Florida Economic Development Council policy dinner to discuss the 2020 legislative agenda priorities for Economic Development in Florida.

- Prospective Business Attraction/Retention/Expansion
 - Staff attended the International Council of Shopping Centers Florida Conference & Deal Making Conference. Staff promoted development opportunities in Ormond Beach along major corridors and in Downtown.
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 36 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for fourteen (14) Project Worksheets totaling \$284,311.04.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Tentative millage rate and proposed 2019-20 budget were completed.
- Completed Projects - Weekly
 - Processed 102 Journal Entry Batches.
 - Approved 22 Purchase Requisitions totaling \$188,568.83.
 - Issued 6 Purchase Orders totaling \$59,555.97.
 - Prepared 109 Accounts Payable checks totaling \$122,375.41 and 39 Accounts Payable EFT payments totaling \$630,381.70.
 - Issued 105 past due notices on utility accounts.
 - Auto-called 537 utility customers regarding receipt of a past due notice.
 - Processed 80 payments through Interactive Voice Response System totaling \$10,170.74.
 - Grant money 2018-19 fiscal year-to-date total received, \$3.4 million dollars.
 - Prepared 375 Direct Deposits totaling \$493,147.77.
 - Transferred IRS 941 payment of \$161,537.27.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continue working with the Airport Manager to finalize the closeout documents for the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension.
 - Meetings regarding potential ECHO grant submittals.
 - Grant reimbursement requests to date for FY 18-19: \$2.7 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for September 2019.

Risk Management Projects

- Finalized property, casualty and liability insurance program for FY20
- Resolved several liability claims decided at the Claims Committee
- Updated certificates of insurance in Tyler

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6

- Hazardous: 3
- EMS: 76
- Motor Vehicle Accidents: 3
- Public Assists: 46
- TOTAL CALLS: 135

- Aid provided to other agencies: 10 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 202

- Training Hours
 - NFPA 472: Hazmat 47
 - NFPA 1001: Firefighting 54
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 11
 - NFPA 1500: Safety/Equipment 49
 - NFPA 1620: Preplanning 21
 - EMT/Paramedic 49
 - TOTAL TRAINING HOURS: 233

- Station Activities
 - Updated 15 pre-fire plans
 - Conducted 3 fire inspections
 - Provided Web-EOC training at Fire Station 92 for City EOC personnel

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets & Roadside Maintenance/Public Works)
 - Office Manager (Support Services)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)

 - Applications Under Review
 - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)

 - Interviews Scheduled
 - Office Manager (Leisure Services)

 - Background/Reference Checks/Job Offers
 - Accreditation Specialist (Police)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Permit Technician (Planning Department)
 - Police Officer (Police)

- Separations
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker III (Streets/Public Works)
 - Office Assistant II (Records/Police)
 - Office Assistant III (Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)
 - Senior Planner (Planning)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 20
 - Completed: 35
 - In progress: 45
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 44,489
 - Inbound E-Mails Blocked: 27,062
 - Delivered Inbound E-Mails: 17,427
 - Quarantined Messages: 325
 - Percentage Good Email: 39.2%
 - Virus E-Mails Blocked: 2
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 809
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,672
 - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- FRPA Conference Orlando
- Park Visits
- Storm Preparation

Contract Manager – Grounds and Athletic Maintenance

- FRPA Conference Orlando
- Follow-up to concerns, issues and questions within scope of work

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC volunteer and art instructor Laura Doig gave a Beginner's Nature Drawing Class on Saturday from 10 am to 11:30 am.
- EDC staff and EDC volunteers held a Puppet Show program in the EDC Classroom on Wednesday from 3 pm to 3:30 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- The City's Flag Football Skill Assessment Day was held on Saturday at the Sports Complex on Softball Quad 1 from 9 am to 2 pm. Makeup assessments were held on Monday evening at the same location beginning at 6 pm.
- OBGS baseball practices were held Monday-Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday-Wednesday evenings at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex. Seven teams have signed up.
- Pride Football practices were held on Tuesday and Thursday evenings at 5:30 pm at the Sports Complex on Multi-purpose Fields 11 and 12.
- Staff prepared for Pop Warner's first home games of the season to be held on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1, 4, 9, and 10
- Painted corners of all soccer fields not yet painted
- Prepared Championship Field 7 for Pop Warner football games
- Prepared Coed Field 7 for Coed Softball League
- Put soccer goals on remaining fields
- Painted remaining soccer fields
- Painted soccer fields at South Ormond

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday through Friday: Kopy Kats held regular classes
 - Tuesday and Thursday: CMT held registration

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Youth basketball practice Wednesday and Saturday
- YMCA soccer practice Monday, Tuesday, Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Cleanup and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Planning of Kids' Reel in the Fun fishing tournament scheduled on Saturday, September 7
- Preliminary planning tasks and assignments for State of the City luncheon and Employee Appreciation

Gymnastics

- August session in progress
- September registration is open
- Training of new Rec Leader

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.

The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- A wedding rental took place at Bailey Riverbridge on Saturday from 4 pm to 8 pm.
- The Church by the Sea held a meeting at Bailey Riverbridge on Sunday from 10 am to 12 pm.
- The Church House of Healing met at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- Carter's Cabinetry installed wood trim underneath the new countertops in the kitchen on Monday.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- Missing Peace held a meeting on Tuesday at Bailey Riverbridge from 4 pm to 5 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Repaired bench at Riviera Park
- Replaced spindles at Fortunato Park
- Repaired road washout and grass encroachment at Central Park I

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Repaired lights in The Casements basement
- Adjusted lights from skate park affecting tennis courts
- Replaced dimmers in Performing Arts Center
- Assisted FPL with power issues in Ormond Memorial Gardens
- Repaired lights in men's restroom at Field 7 at the Sports Complex
- Replaced EM/exit lights at Gymnastics Center
- Repaired lights in sign shop at Public Works
- Repaired stair step lights at City Hall
- Repaired generator room (E352) west door hinge at WTP
- Adjusted stairwell door located in the City Commission conference room
- Repaired WTP fence
- Trouble shoot and repaired A/C various City facilities
- Locate panels for fence repair at WTP
- Replaced showerhead at Andy Romano Beachfront Park
- Repair men's restroom toilet seat at Andy Romano Beachfront Park
- Replace mirrors in men's and ladies restroom at Andy Romano Beachfront Park
- Adjusted airport gate
- Repaired lights at Waste Water Treatment Plant Centrifuge building
- Replaced step in Magic Forest Playground
- Assisted during elevator service company inspections
- Replaced lights at Fleet

Police Department

Administrative Services

- Staff attended Crimeview
- Staff hosted a supervisor's meeting
- Staff attended Memorial Service for Volunteer Member's Spouse
- Staff attended Claims Committee Meeting
- Staff attended City Manager Staff Meeting
- Staff attended City Council Meeting
- Staff hosted Police Department Staff Meeting
- Staff hosted CLEAB Meeting
- Staff attended Public Records Training
- Staff attended Leadership/Supervisor Training
- Staff attended Internal Affairs Training

Community Outreach

- Youth Leadership Council (YLC)
 - Nine (9) members of the YLC attended the Mainland High School football game against DeLand High School to support YLC members who are on the team.
 - The next YLC meeting is September 1. During the meeting members will go over upcoming projects and goals for the 2019-20 year.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams last week. On Monday and Tuesday seventeen (17) boys attended practice at the South Ormond Neighborhood Center. On Wednesday three (3) girls attended practice at the South Ormond Neighborhood Center.

- PAL Educational Programs
 - OBPAL Tutors R Us will resume the last week of September. Science on Patrol at Ormond Beach Middle School and at Ormond Beach Elementary School will resume in October.
- OBPAL Annual Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to 41
- Animal Bites: 3
- Animal Reports: 6
- Animals to Halifax Humane Society: 3
- Dogs: 1 Cats 2
- Unaltered Animal Permit: 1

Criminal Investigations

- Cases Assigned: 41
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 12
- Inactive: 0
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 11
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 4
- Police Information: 5
- Suspicious Incident: 2
- Baker Act: 6
- Vandalism: 1

Records

- Walk - Ins / Window: 85
- Phone Calls: 100
- Arrest / NTA'S: 23
- Citations Issued: 60
- Citations Entered: 58
- Warnings Entered: 100
- Reports Generated: 152
- Reports Entered: 140
- Mail/Faxes/Requests: 43
- CORF Entered: 7
- Trespass: 12

Patrol

- Total Calls: 1207
- Total Traffic Stops: 149

Operations

Crime Opportunity Report Forms: 39

- 08/21/2019
 - Residential Burglary, 955 South Nova Road #9. An unknown suspect made entry into the victim's home. \$900 was taken. No evidence. No signs of forced entry.
 - Stolen Bicycle, 14 Soco Trail. An unknown male stole an 18" blue Roadmaster mountain bike and blue Bell helmet from this location.
 - Carbreak, 1425 Hand Avenue #L. An unknown suspect entered the victim's unlocked vehicle. Nothing was taken.
 - Burglary Residence Arrest, 27 Kenilworth Avenue. Female was contacted and arrested for a burglary that previously occurred.
 - Larceny, 11 Byron Ellinor Drive #C. Victim advised her turquoise Pelican Trailblazer kayak was taken from outside of her residence. The kayak is valued at \$250.
 - Resisting arrest without violence, North Orchard Street/West Granada Boulevard. Male subject was placed under arrest after he refused to stop his bike for the police and fled to his home.
 - DUI Arrest, Sandpiper Circle/Woodlands Boulevard. Female was stopped for recklessly in the area. She refused to give a breath sample.
- 08/22/2019
 - Burglary- Business, 60 North Yonge Street (Lonnie's Auto Repair). Unknown suspects made entry into the fenced in area of the property. While inside, they entered numerous unlocked vehicles.
 - Shoplifting, 1340 West Granada Boulevard (Lowe's). Two unknown suspects stole over \$2,000 in merchandise. The incident was captured on surveillance video.
 - Carbreak, 540 Sandy Oaks Boulevard. The victim advised his vehicle was locked, however, there were no signs of forced entry. \$600 in cash, a handgun, and orange Coach Wristlet were taken.
 - Shoplifting - Arrest, 1458 West Granada Boulevard (Bealls). Female suspect was observed by the Loss Prevention Agent at this location concealing \$288 worth of merchandise in her purse and leave without paying.
 - Child Neglect Arrest, 30 Baywater Court (Tymber Creek Subdivision). Female was arrested after the police conducted well-being check on a 7 year old child that was left home alone.
 - Warrant Arrest, 1506 San Marco Drive #101 (San Marco Apartments). Contact was made with a male subject who was known to have a warrant for his arrest.
- 08/23/19
 - Auto Theft, 650 South Atlantic Avenue. The victim reported that his vehicle was stolen by an unknown passenger while he was inside the store.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Asset Protection reported that an adult male was attempting to steal \$93.42 worth of merchandise. Items were concealed in his pockets.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Asset Protection reported that an adult male was attempting to take \$52.44 merchandise without paying for them.
 - Burglary Residence, 171 Highland Avenue. The victim stated someone entered her unlocked front porch and stole her black beach cruiser bicycle.
 - Battery/Domestic Violence Arrest, 55 North Capri Drive. Female suspect bit her spouse on the arm following a verbal argument.
 - Broadway Avenue/FEC Railroad. Subject left his rental car on the railroad tracks after it broke down. A North bound train subsequently hit the unoccupied vehicle. There were no injuries.
- 08/24/2019
 - Burglary-Residence, 401 Harbour Lights Drive. The victim reported her home was broken into and her television was stolen.

- Carbreak, 84 Cardinal Drive. The victim reported that an unknown person entered their unlocked vehicle but no items appear to be stolen.
- Carbreak, 1210 Northside Drive. The victim reported that an unknown person smashed driver side window of their vehicle and stole \$500.00 cash from victim's purse. The purse was recovered nearby.
- Carbreak, 906 Woodmere Circle. The victim reported that an unknown person smashed the passenger side front window of their vehicle and stole \$15.00 cash.
- Carbreak, 720 West River Oak Drive. The victim reported that their unlocked vehicle was entered and a ring was stolen.

- 08/25/2019
 - Battery Domestic Violence Arrest, 91 Live Oak Avenue. A disturbance was reported where two subjects were found to have been in a physical altercation. The primary aggressor left the scene but was later located by the police.
 - Burglary Business Arrest, 334 Andalusia Avenue #3 (B Master Plumbing.) An employee not permitted at the business during off duty hours entered the business and took items belonging to the business. The subject was quickly located attempting to pawn the stolen items.
 - Carbreak, 858 North Ridgewood Avenue. Entry was made by smashing a rear window of the vehicle. An iPad was taken.
 - Carbreak, 552 Woodgrove Sreet. Entry was made via an unlocked door. A pack of cigarettes and an envelope were taken.
 - Aggravated Domestic Battery, 138 Rockefeller Drive. Male suspect pushed his spouse against a wall and then onto the floor, leaving visible marks on her neck.
 - Carbreak, 185 Wilmette Avenue. Lenovo Laptop taken from a vehicle. Vehicle owner stated that the vehicle was locked and that the car alarm had gone off during the night.

- 08/26/2019
 - Stolen Vehicle Recovery, 900 Block North United States Highway One. An unoccupied 2017 Ford F150 was found in the waterway, just east of this location. VCSO dive team responded and confirmed the vehicle was not occupied.
 - Burglary, 838 John Anderson Drive. An unknown suspect made entry into the residence (under construction) via an unlocked rear sliding door and stole \$1,500 in tools.
 - Larceny, 1410 Hand Avenue (Golden Choice). The victim reported his Samsung cell phone was taken.
 - Shoplifting - Arrest, 1458 West Granada Boulevard (Bealls). Female suspect stole \$155.99 in merchandise. The offense was witnessed by loss prevention.
 - Carbreak, 621 South Yonge Street (Venice Pizza). An unknown suspect made entry into the victim's vehicle. The victim advised the vehicle was locked, however no sign of forced entry was observed. A Glock model 42 handgun was taken.
 - Battery on a person over 65, 170 North Old Kings Road #250 (Avante). Administration at this location reported that a staff member twisted the arm of a 71 year old resident. There were visible injuries.
 - Carbreak, 69 South Atlantic Avenue. Victim advised his Diamondback 9mm handgun was taken from his locked saddlebags on his motorcycle.
 - Battery- Simple, 565 South Atlantic Avenue. Female subject advised she was shoved out of a room after a verbal argument.
 - Vandalism, 22 Oak Village Drive. Victim advised her vehicle tires were damaged by a known family member.

- 08/27/2019
 - Felony Battery by Strangulation, 1608 North United States Highway One #226 (Days Inn). Over the past 2-3 days, the suspect strangled, battered, and prevented the victim from leaving this location. The suspect was unable to be located.
 - Larceny, 2380 Baja Trail. \$610 worth of fencing material was stolen from his location

- Crash resulting in city property damage, 901 South Beach Street (Riviera Park). A vehicle backed into a light post at this location.
- Missing/Runaway Juvenile, 466 Wild Olive Avenue. Juvenile male ran away from home.
- Burglary Residence, 23 Aston Circle. Victim advised she found property stacked at the rear of the residence, by the sliding glass door, but nothing was taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Uniform Traffic Citations Issued: 19
 - Number of Written Warnings Issued: 5
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 6 signs have either been removed or sign cases created.
- 16 tree removal permit requests

Administrative staff assisted with eight (8) walk-in's and eighty-six (86) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff is working to assist airport tenants and air traffic control personnel with severe weather preparations in the event of the arrival hurricane force winds this weekend. Sunrise Aviation has advised that they will relocate the majority of their aircraft fleet to other airports in the state, if necessary.
- Staff attended the Florida Department of Transportation (FDOT) Disaster Preparedness Coordination Meeting this week. The meeting was sponsored by FDOT District 5 and was held at their offices in DeLand. The focus of the meeting was to review and discuss disaster preparedness reporting protocols using the online Joint Automated Capital Improvement Program (JACIP) database.
- Concert Technologies, working under a contract with the Federal Aviation Administration (FAA), is scheduled to install a backboard, electrical outlet, and a ground bus bar in the server room at the air traffic control tower this week. This work is part of the FAA's project to upgrade certain mission critical systems at the control tower.
- Staff has begun work to update the inventory of aircraft based at the airport. When complete, the current inventory will be uploaded to the FAA's online National Based Aircraft Inventory.
- Staff has completed work with the Orlando ADO to finalize project closeout documents for the projects to rehabilitate Runway 9/27 and design the extensions of Runway 9 and Taxiway Alpha.
- Staff is working with a new hangar owner at the airport that wishes to base an aviation business on the field and apply for Fixed Base Operator (FBO) status. Staff plans to present the FBO application to the City Commission for approval this fall.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has completed the liner on Harvard Drive and is preparing for the work on the Beach Street gravity sewer.

- Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time for materials.
- 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt work is anticipated the first week of September.
- Breakaway Trails Storage and Pumping Improvements – The contractor has completed pouring the tank dome. Pre-stressing the tank is scheduled for this week.
- Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. They remain on schedule to complete the project on time.
- WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5. Material submittals are being reviewed and work has begun.
- CDBG Ames Parking Improvements & CDBG Landscape Renovations – A pre-construction meeting was held on July 17. A Notice to Proceed will be issued with a start date of September 9.
- HVAC Replacements – City Hall, SONC, The Casements – A pre-construction meeting was held on July 24. Material submittals are being reviewed.
- Memorial Gardens Retaining Wall Improvements – Contracts are executed, a pre-construction meeting will be scheduled for early September.
- Bidding:
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the September 4 City Commission meeting.
 - Nova Community Park Underground Electric Utilities – Bids were opened on July 30, the apparent low bidder is Economy Electric. Bid award is scheduled for the September 4 City Commission meeting.
 - Landscape Renovations & Downtown Landscape Renovations – The project was advertised on August 4, bids are due on September 3.
 - WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. The consultant is preparing contracts for execution.
 - 2019 Stormwater Rebuild – The project was approved for bidding at the August 20 City Commission meeting. It was advertised on August 25, bids are due on September 24.
 - Broadway/US1 Traffic Signal – Staff has submitted Joint Participation Agreement with FDOT, the Developer's Agreement with Tomoka Holdings, Bid Documents, and an RFQ for CEI services for consideration at the September 18 City Commission meeting.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting was held on July 25.
 - Fleming Ave Stormdrain Improvements – The 90% submittal is expected soon.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - OBSC Improvements – Championship Field 7 – The ECHO grant has been executed and the County issued a Notice to Proceed. The construction manager has submitted a proposal for the work, which is currently being reviewed by City staff.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements - CPH is working on 60% plans for each project.
 - The Casements North Side Improvements and Carriage House – Plans are approximately 80% complete. A 90% submittal is expected by late September.
 - Stormwater Master Plan Update - 2019 – The kickoff meeting is scheduled for the first week in September.

- Fleming Avenue Stormwater Pump Station – Comments for the 30% plans and report were returned to the consultant. Plans are moving quickly towards 60% by the end of September.
 - 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
 - Police Station/EOC Relocation Study - The consultant is scheduling site visits to Port Orange and Flagler County.
 - North Peninsula Sewer Retrofit – This project has been advertised, a pre-proposal meeting was held on August 27, and proposals are due on September 10.
 - Oak, Magnolia, & Bonita Sewer Retrofit – Staff is negotiating a scope of work and fee with a Continuing Contract Consultant for survey and design.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 305 Division Avenue directional bore, per AT&T request.
 - Completed additional topographic survey at Old Tomoka/SR40 intersection and measured storm water inlet pipe inverts for proposed sidewalk project, per Consultant's (CPH) request.
 - Created a map of downtown (Orchard Street to A1A) traffic signal control boxes for proposed Main Street Improvements project.
 - Created plan set for Granada Plaza water main replacement.
 - Located Water Treatment Plant electrical drawings, Casements HVAC plans, and street light plans for New Britain and Ridgewood Avenue, per request by Economy Electric.
 - Updated plan drawing of Vadner Park, per Leisure Services Department request.
 - Completed Tree-in-the-Right-of-Way locate at 3 Sycamore Circle, per Streets Division request.
 - Updated Old Tomoka Sidewalk drawings based on added survey data.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour on N St Andrews Dr; Robin Rd
- Pulled cones & forms/cleaned up at S Division Rec, S Halifax Dr, N St Andrews Dr
- Asphalt patch on N Halifax Dr
- Rip out & form up gutter on 800 block of Peninsula Dr; formed up and prepped

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in the Trails Subdivision; over nets at Airport Sports Complex

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

- Delivered barricades to N Britain & N Beach, N Britain & Ridgewood

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installing various HIP Stop signs on Washington St

Stormwater Maintenance

- Reach out mowing on Airport Rd, US 1
- Gutter repair on Fairview
- Pond mowing at Airport
- Ditch maintenance on Northbrook Dr
- Gates & pumps citywide
- Pond & ditch mowing at SR40 West, Lakebridge, Nova Rd
- Utility locates, basin cleaning, hot spots citywide
- Cleaning screens on Bennett Ln
- Sandbags in PW yard
- Pond mowing on Nova Rd

Street Sweeping/Streetsweeper

- 130 miles of road cleaned
- 25 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,341
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,474 gallons unleaded, 8,983 gallons diesel
 - Fuel used in one week: 2,488 gallons of unleaded and 758 gallons of diesel.
 - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Demolition of non-tank structures is complete, the contractor continues to work on the pump house and is installing yard piping from the pump house to the connection point to the system.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Emerson RTU start-up conducted August 21.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Control panel and RTU delivery scheduled for August 29.
 - SCADA Integration Services – WWTP screen development submittal scheduled for September 3.
 - Shadow Crossings Reuse Pump Facility Upgrades – Value Engineering (VE) comments sent to the engineer.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated in September.

- WTP Elevated Water Tank Rehabilitation – Painting continued. Contractor's employee fell from basket and was saved by safety lanyard. FD responded and checked out the employee, who later declined to go to the ER. Contractor is investigating the cause of the basket failure. Agenda item tabled on August 7, is currently under review.
- WTP LPRO Membrane Replacement – Membrane replacement is complete, final test reports scheduled for August 23.
- WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
- WTP Sludge Residuals Facility Improvements – Bids were opened on July 10 and the apparent low bidder is SGS Contracting Services. Bid was awarded at the August 20 City Commission meeting.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Work to replace VFD #3 is underway.
- WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5. Material submittals are being reviewed.
- WWTP Grit Removal and Disposal Services – Contractor started grit removal on August 13 and completed on August 22.
- Force Main Repairs – Work at Granada Plaza is scheduled for August 21.
- Fleming Avenue Stormwater Pump Station – Staff met with Engineering Consultant to discuss impacts to the collection system and WWTF.
- Septic to Sewer Conversion on North Peninsula – This project has been advertised, a pre-proposal meeting held August 27. Proposals due on September 10.
- Holly Hill reuse interconnect – Site visit with consultant and staff from both cities held on August 22. Scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill. Target design completion by October 31, 2019.
- Western Service Area Master Plan – City staff supplied requested information to consultant (minus well and raw water transmission concerns). Consultant received shape files from GIS. 1st draft submittal targeted for September 12.
- FDEP SRF Facility Plan for Septic to Sewer – “Work Authorization” for Engineering Services being processed for consideration at September 18 Commission meeting.

SPRC Projects

- Huntington Green Force Main (on Hunters Ridge Boulevard) – completed review and provided comments to be addressed.
- 100 West Granada Avenue – The Pumphouse – Approved by Utilities
- 135 North Yonge Street – The Courtyards at Ormond Beach – completed review and provided comments to be addressed by the applicant.

Water Treatment

- Delivered 42.82 million gallons for the week ending August 24, 2019 (6.12 MGD).
- Backwashed 13 filters for a total of 790,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 17, 2019 @ 6.87 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 81.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank; centerline of logo to be painted has been confirmed and approved.

Wastewater Treatment Facility (WWTF)

- Domestic and Industrial Wastewater flow was 31.93 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.56 MGD.
- Produced 30.77 Million Gallons of Reuse, ADF 4.58.
- Produced 1.16 Million Gallons of Surface Water Discharge.

- Most recent annual period ADF Rates (August 1, 2018 – July 31-, 2019) (MGD):
 - Influent 4.61 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.78 MGD (Permit 6 MGD);
 - Reuse 4.24 MGD (Permit 10 MGD)
- Hauled 104.37 wet tons of dewatered residual solids (14% to 18% solids)
- Had 5 fecal hits out of 5 samples for the week. Monthly fecal hits are currently 7 out of 17 resulting in a 59% non-detect with limit being minimum of 75%. Have switched sand filters 3 times during the month attempting to bring back into compliance as well as continuation of vacuuming the CCT's and extended cleaning, chlorination and back flushing of the sand filters and the continued use of chlorination before the sand filters.

Water Distribution

- Responded to 21 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 25 calls for water service leaks.
- Installed 3 new residential water services & a residential irrigation water service.
- Replaced 12 broken meter boxes.
- Replaced 8 water services due to leaks or low pressure concerns. 2 casings installed for water services under roads.
- Performed accuracy testing on 12- 2" commercial water meters
- Replaced 4 water meters due to work orders from Finance Dept.
- Completed yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 26 fire hydrants.
- Replaced bolts & cleaned old rust/paint with grinder and repainted a fire hydrant in front of the new Volusia County Beach Patrol facility on S. Atlantic Ave.
- Performed pressure testing on 10 City owned BFP devices, 2 needed repairs.
- Exercised 8 main line valve due to scheduled maintenance or water main leaks.
- Located 3 water services for customer assistance.
- Performed a water service disconnect for a demolition.
- Repaired the automatic flushing device in Aberdeen Subdivision.
- Performed a cross-connection inspection at a residence due to a new well and customer concern at 5 Whispering Pines Trl. No cross-connection was found on the property.
- Observed a large tree and stump removal that may have impacted the water main at 6 Indianhead Dr. in Ormond Lakes.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 119 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Crews performed a final grade preparation at 6 pep tank locations; restoration with sod.
- Project check of all 5 LPS systems.
- Crews opened and closed reuse main line valves as outlined in new summer time reuse distribution plan.
- Crews replaced and rewired 4 Pep Tank pumps to the new style Champion pumps.
- Met with contractor about the new reuse tank inside the Breakaway compound.
- Crews located 4 reuse service shut off valves per customer request.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters, and west Ormond AM all normal.
- Crews performed 3 pep tank locates for customer service request.
- Crews helped the Wastewater operators inside the plant with the vector and the lateral camera to evaluate the sand filters.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews repaired a leaking reuse service @ 8 Lost Spring Way.

- Crews repaired a broken clean out stack @107 Tomoka ridge
- Called in locates for a repair next week @7 Double Branch.
- Crews responded to 4 reuse complaints.
- Crews getting ready for the storm.

Wastewater Plant – Lift Stations

- VTSCADA, validate lift station alarms and operation. Troubleshoot and repair as needed, documented results.
- Influent Pump VFD #3 complete integration of VFD #3 and placed into service, will monitor for correct operation for 2-3 days before removing VFD #1 from service for replacement.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- LobePro Lime sludge pump#2 placed back into service for rebuild, flush
- RIMA Well 40R (bad radio) and Division Well 4D (wiring problem) were nonresponsive; now are communicating with SCADA
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF FDEP Inspection – FDEP issued a Compliance Assistance Offer letter regarding fecal hit frequency in addition to other items noted during their July 9 inspection. Staff is preparing response due Thursday September 12, 2019.
- WWTF Permit Renewal – Staff and the City's consultant are gathering information requested from FDEP in their Request for Additional Information (RAI). Response due September 12.
- Discharge Monitoring Report-Quality Assurance Study Program (DMR-QA) Study 39 - Staff is finalizing the required submittal to the EPA regarding the DMR-QA for this year. The DMR-QA studies - which are mandatory for wastewater treatment facilities of the City's size - assist EPA in validating the data obtained by the City's contract laboratories.
- Cross Connection Control Program Management Services Contract – Bid 2020-03 – The Commission authorized the bid for continuing management services. The bid was advertised on August 25, with pre-bid September 4, and bid opening September 16.
- Fats, Oils, and Grease (FOG) Program – Staff is developing a FOG program to assist with eliminating the FOG intrusion in the sewer collection system. FOG is a major contributor to most sanitary sewer overflows.
- Backflow Device Testing Management – Staff fielded several calls from potable water customers and backflow testers concerning compliance. All commercial water customers are required to both have a BF device and have it tested annually.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation and distribution for September 4, 2019, City Commission Meeting